GIA Environmental Health and Safety Accident Investigation Standard

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ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities for accident and near miss investigation, reporting, and follow-up.

APPLICABILITY: This GIA standard shall apply to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 01-Apr-1991; use VTX SMC for current status.

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1 INTRODUCTION

The purpose of this GIA standard is to define the basic elements and responsibilities for accident and near miss investigation, reporting, and follow-up.

1.1 SCOPE

This GIA standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

1.1.1 Policy

Accidents and near misses shall be promptly investigated.

Descriptive incident reports shall be generated and appropriately distributed.

Appropriate corrective action shall be taken to reduce and/or eliminate the possibility of recurrence.

1.2 RESPONSIBILITIES

This subhead describes the responsibilities of the persons involved in fulfilling the requirements of this document.

- Site Manager

  Ensure that procedures are in place to report and respond to accidents and near misses that occur on site or as a result of site operations.

- Department Manager

  Review every supervisor's accident or near miss report and submit them to site Health Services and Environmental Health and Safety (EH&S) within 24 hours of the incident.

  Ensure that necessary corrective actions are taken to prevent the recurrence of the accident or near miss.

- Supervisor

  Promptly investigate every accident and near miss, regardless of how minor it may seem.

  Submit a report to the Department Manager, Environmental Health and Safety (EH&S), and Health Services by the end of the shift outlining the cause of the accident or near miss and the required corrective action.

  Report serious accidents and potentially serious near misses (for example, including those involving or potentially involving death, dismemberment, or multiple injuries requiring hospitalization) to Health Services, site EH&S, and the area EH&S Manager at the time of the incident.

- Employees

  Must immediately report all accidents and near misses, regardless how minor they may seem, to their supervisor.

Complete the required accident investigation form.

If the supervisor is not readily available, these reports shall be made to Health Services, Security, or EH&S.

Must report injuries to Health Services.

- Site Environmental Health and Safety (EH&S) and Health Services

  Review all accidents and near miss reports.

  Initiate further investigation as required.

  Evaluate the effectiveness of the program by reviewing a sampling of reports for thoroughness, accuracy, and follow-through.

1.3 LANGUAGE REQUIREMENT FOR THIS GIA STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

2 ACCIDENT INVESTIGATION CONCEPTS

An **accident** is an unplanned event that results in personal injury and/or property damage.

A **near miss** is an occurrence that does not become an accident because of chance and/or some other tangible reason.

All accidents can be prevented.

2.1 ACCIDENT INVESTIGATION

The basic principles of accident investigation follow.

- Gain insight for prevention.
- Determine what happened, analyze to determine why it happened, and then determine what can be done to prevent a recurrence.
- Accident investigation is fact-finding, not fault-finding.
- Analysis is not sufficient; follow-up is required.
- Use a logical sequence for accident investigation and analysis.
  1. Determine what happened.
  2. Identify the immediate cause(s), the act(s), and/or condition(s) that could have been different to prevent the accident.
  3. Determine the underlying factor(s) of each cause which would have effectively influenced the outcome. Factors may include knowledge, ability, motivation, design, maintenance, and actions of others.

4. Determine what preventive measure(s) shall be taken to cause the desired behavior or environmental change. The preventive measures may include improvements involving procedures or expectations and communications, capabilities and skills, enforcement and reinforcement, standards and hazard analysis, maintenance procedures and their implementation, and instructions and ensuring the activities of others.
5. Implement the necessary preventive measure(s).

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